



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

INVESTIGATIVE TECHNICIAN

Class No. 005758

■ CLASSIFICATION PURPOSE

To design and produce trial exhibits and promotional materials for the Office of the District Attorney; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Investigative Technician is a single level class found in the District Attorney's Technical Service Division. Incumbents provide audio/visual and graphic design support for the District Attorney staff. This class differs from the DA Investigator class series in that the latter is a law enforcement series, which performs criminal investigations of alleged violations of criminal and civil laws. The Investigative Technician differs from the Investigative Specialist class series in that the latter performs general and non-technical support in reviewing case files, collecting information, and preparing reports.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

AUDIO/VISUAL OPTION

Essential Functions:

1. Videotapes and documents courtroom proceedings, line-ups, and crime scene activities.
2. Edits and duplicates audio and videotape recordings, and enhances video sound and picture quality.
3. Provides testimony in court.
4. Consults with attorneys concerning the production and presentation of evidence.
5. Operates and performs minor repairs on audio-visual, computerized, and other electronic equipment.
6. Trains staff in the use of equipment.
7. Researches and evaluates new technical applications used to control or present data in court.
8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

GRAPHICS OPTION

Essential Functions:

1. Creates photographic exhibits, crime scenes, and power point presentations using charts, graphs, timelines, maps, anatomical diagrams, jury instructions, logos, banners and brochures, photographs, and other illustrations.
2. Photographs crime scene, line-ups and other items of evidence using aerial and special event photography.
3. Provides testimony in court.
4. Consults with attorneys concerning the production and presentation of evidence.
5. Operates and performs minor repairs on photographic, computerized, and other electronic equipment.
6. Trains staff in the use of equipment.

7. Researches and evaluates new technical applications used to control or present data in court.
8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Operation and use of computers and computer aided design systems
- Investigation methods and techniques, including the collection and preservation of data.
- Telephone, office and online etiquette.
- County customer service objectives and strategies.

##### Audio/Visual Option (in addition to the knowledge common to all):

- Audio and video equipment

##### Graphics Option (in addition to the knowledge common to all):

- Graphic design and layout, and graphic reproduction media
- Photography (including aerial photography)

##### Skills and Abilities to:

- Collect, compile, and analyze evidence and information to develop logical conclusions.
- Design, produce, and present a wide variety of trial exhibits.
- Prepare detailed, concise reports and maintain records.
- Effectively communicate both orally and in writing.
- Establish and maintain effective working relationships with attorneys, investigators, and representatives from outside agencies.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed service through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

##### Audio/Visual Option (in addition to the knowledge common to all):

- Operate, use and make minor repairs on a variety of specialized electronic audio and video transmission, recording, duplicating, and photographic equipment used for surveillance and developing evidence in criminal investigations.
- Operate audio and visual equipment.

##### Graphics Option (in addition to the knowledge common to all):

- Design, produce and present a wide variety of visual displays.
- Take photographs of crime scenes, which vary in locations and conditions, to include aerial photography.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience, which demonstrates possession of the knowledge and skills stated above. Examples of such education, training and/or experience are:

##### Audio/Visual Option:

Two years of full-time experience providing technical support to professional/educational/investigative or attorney personnel. Qualifying experience must have included automation support in the management, analysis, and presentation of data/evidence in a professional environment.

**Note:** The possession of an associate's degree in Media Arts, Video Production or Telecommunications is desirable.

##### Graphics Option:

Two years of full-time experience providing technical support to professional/educational/investigative or attorney personnel. Qualifying experience must have included designing and producing a variety of displays presented in a professional environment.

**Note:** The possession of an associate's degree in Graphic Arts, Telecommunications or Architecture is desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting, carrying and transporting equipment and materials weighing up to 50 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None required.

### Working Conditions

Office environment; exposure to computer screens. Incumbents must be in satisfactory physical condition to traverse rugged terrain. Incumbents may be required to perform aerial photography from a helicopter.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: May 2, 1989**

**Revised: September 9, 2004**

**Revised: September 16, 2005**

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Investigative Technician (Class No. 005758)

Union Code: PS

Variable Entry: Y